

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-9**

PAGE
NO. **1**

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

DIVISION OF ACCOUNTS

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CASH RECEIPT VOUCHER

This 4" x 7 1/2" unnumbered form is prepared in triplicate by the Division of Revenue and Disbursements; the original goes to the payor, one copy (blue) is retained by the originating division (see Schedule No. C-7) and one copy (yellow) is sent to this office. This item is concerned only with the copy filed in the Division of Accounts. This is a receipt for money other than taxes and includes fees received from the Trial Magistrate, Clerk of Court, Sheriff, Inspection and Licenses, Engineering Department, Police Department, etc. It shows from whom the money was received, amount, purpose and account number. This office uses the receipt (yellow copy) for posting to revenue accounts in the cash receipt journal. The receipts are necessary for audit purposes after which there is little or no use for them. They are filed chronologically and occupy 1 1/4 linear feet (2 1/2 cubic feet) for the years 1944 to date. An additional accumulation occupying approximately 5 linear feet (1 cubic foot) for the period 1939 to 1944 is in the Courthouse storage area - a total of 3 1/2 cubic feet. The annual rate of accumulation is about 1 linear foot. Approximately 3 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR TEN YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

2. AUDIT WORK PAPERS

This file consists of trial balances, reconciliations and worksheets (all generally 8 1/2" x 11") incident to the inside audit. After serving their immediate purpose they have no other value except for the periodic State audit and no use thereafter. They are filed according to fund and occupy 1 drawer (1 1/2 cubic feet) for the period 1950 to date. Earlier records for the years 1945 to 1950

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

APR 13 1954

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

OCCUPY AN ADDITIONAL DRAWER (1 1/2 CUBIC FEET) IN THE STORE-
ROOM - A TOTAL OF 3 CUBIC FEET. THE ANNUAL RATE OF ACCUM-
ULATION IS ABOUT 1/2 CUBIC FOOT. APPROXIMATELY 2 CUBIC
FEET OF MATERIAL WILL BE DESTROYED UPON APPROVAL OF THIS
SCHEDULE.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED,
WHICHEVER IS LATER, AND THEN DESTROY.

3. CORRESPONDENCE (DIVISION OF ACCOUNTS)

THIS FILE CONSISTS OF CORRESPONDENCE (GENERALLY 8 1/2" x 11")
WITH CLERKS OF COURTS, INDIVIDUALS, AGENCIES AND ALSO
CONTAINS MEMORANDUMS, ETC., CONCERNED WITH THE FUNCTIONS
OF THE DIVISION. THE MATERIAL IS FILED ALPHABETICALLY
BY NAME OF CORRESPONDENT, AND OCCUPIES 2 DRAWERS (3 CUBIC
FEET) FOR THE YEARS 1948 TO DATE. IT ACCUMULATES APPROX-
IMATELY 1/2 DRAWER PER YEAR. ABOUT 1 CUBIC FOOT OF MATER-
IAL WILL BE DISPOSED OF UPON APPROVAL OF THIS SCHEDULE.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR
RECEIPT AND THEN DESTROY.

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
APR 13 1954
Date

McLuskey
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Secretary